

## Important Information!

# HOW TO USE YOUR



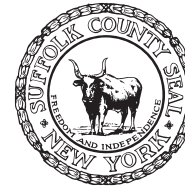
# GREEN KEY and TOURIST KEY CARD

STEVE LEVY  
COUNTY EXECUTIVE  
JOHN W. PAVACIC  
COMMISSIONER



## A MESSAGE FROM COUNTY EXECUTIVE

### Steve Levy



Dear Suffolk Resident:

The Suffolk County Department of Parks, Recreation and Conservation manages over 48,000 acres of parkland. Each park facility provides a variety of recreational opportunities and its own unique setting for all to enjoy.

The Suffolk County Parks Green Key Card gives each cardholder added benefits to the Parks by providing access to the automated golf and campground reservation system. In addition, the cardholder is entitled to discounts for parking and various park activities.

Don't miss out on the Parks this season, get your green key card today.

For Park Information, call (631) 854-4949

Monday - Friday, 8:30 a.m. - 4:30 p.m.

For Emergencies, call 911

For Non-emergencies, call (631) 852-COPS



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## Green Key/Tourist Key

The **GREEN KEY** identifies the holder as a Suffolk County resident and insures reduced fees for park activities. Green key cards are required to access the automated golf and camping reservation system. The Green Key Card can be purchased at Golf Pro Shops, Active Parks, or the Park Operations Office in West Sayville.

### **RESIDENT, JR., SENIOR CITIZEN & HANDICAP GREEN KEY:**

Valid for three years from date of purchase. Suffolk County residents must provide two forms of proof of residency when purchasing or renewing a green key card. One proof must be a photo id with a Suffolk County address (not a PO Box). If photo ID does not have a Suffolk County street address, you must provide two (2) of the following, otherwise one (1) additional proof is sufficient: current property tax bill, property deed (dated within 6 months), a signed and notarized lease or rental agreement (for more than 9 months), vehicle registration, utility bill (showing street address), library card, or voter's registration card. Post office boxes are not accepted as proof of residency. To be eligible for a handicap green key, applicant must show proof of residency in addition to either a NY State Park access pass or Suffolk County Handicapped ID card (yellow photo ID) issued by SC Office of Handicapped Services. Handicap parking permits are not accepted as proof of handicapped status.

### **VOLUNTEER FIREFIGHTER, EMT, CERT\* & AUXILIARY**

**POLICE GREEN KEY:** Valid for three years from date of purchase. Suffolk County resident volunteer fire fighters, ambulance personnel & auxiliary police will be charged senior citizen rates for park fees (excluding golf.) Residency requirements as listed above. CERT (\*Community Emergency Response Team) volunteer must provide valid S.C. CERT Team Member photo I.D. card with expiration date. Auxiliary Police I.D. required. Firefighter/EMT identification must be dated within one year of using a county park, or a letter on official stationary/ambulance company/police department is required.

**VETERAN** - Suffolk County resident Veterans will be charged senior rates for park fees (excluding golf), and must submit their DD Form 214 or a Suffolk County Veteran ID card as proof of Veteran status.

**DISABLED VETERAN GREEN KEY (FREE)** - Valid for three years from date of purchase. Suffolk County residents with a V.A. Identification Card stating "**SERVICE RELATED**" disability are exempt from **ALL fees EXCEPT GOLF FEES and GOLF & CAMPING RESERVATION FEES and PENALTIES.**

**ACTIVE MILITARY EXEMPT GREEN KEY (FREE)** - Available at the Parks Administration Office only. Families of Suffolk County residents who are actively deployed or mobilized (more than two week duty), or members of the armed forces who are on "ACTIVE DUTY" and stationed in Suffolk County are exempt from paying park DAILY fees EXCLUDING: ALL GOLF FEES, CAMPING RESERVATION FEES, CAMPING RESERVATION PENALTY FEES AND ALL ANNUAL PERMIT FEES. Military I.D. card mobilization and /or deployment orders or orders of assignment and Suffolk County residency requirements as above are needed to obtain an exempt Military Green Key card. The card must be renewed at the end of each calendar year.

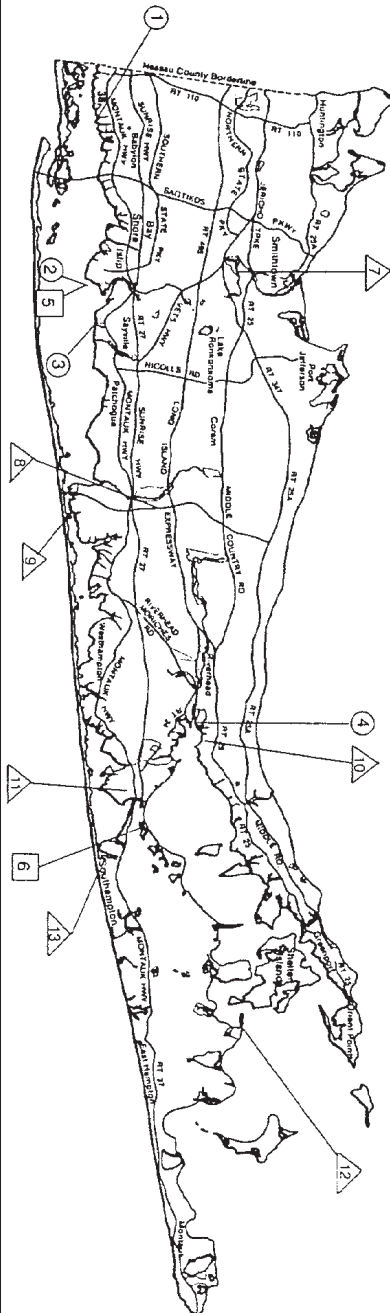
**NON-RESIDENT GREEN KEY:** Allows Non-residents access to the golf and camping reservation systems on a limited basis - non-resident rates apply. This card may be purchased at Golf Pro Shops, or the Parks Operations Office, and can also be purchased via mail or phone (631) 854-4949 (M-F 8:30-4:30pm). It is valid for one year from the date of purchase.

**\*\*ALL DISCOUNTS are NON-TRANSFERABLE, and can only be received by person whose name appears on the discount green key card.\*\***

- 1 - BERGEN POINT COUNTRY CLUB
- 2 - TIMBER POINT COUNTRY CLUB
- 3 - WEST SAYVILLE COUNTRY CLUB
- 4 - INDIAN ISLAND COUNTRY CLUB

- 5 - TIMBER POINT MARINA
- 6 - SHINNEDOCK MARINA
- 7 - BLYDENBURGH CAMPGROUND
- 8 - SOUTHAVEN CAMPGROUND

- 9 - SMITH POINT CAMPGROUND
- 10 - INDIAN ISLAND CAMPGROUND
- 11 - SEARS BELLOWS CAMPGROUND
- 12 - CEDAR POINT CAMPGROUND
- 13 - SHINNEDOCK EAST



**GREEN KEY USE:** Green Keys may also be used by a spouse for family activities such as camping. However, in order to receive discounted fees, the person whose name appears on the card must be present at the time of transaction. Individual activities such as golf, require individual cards and are not transferable. There is a fee to replace a lost/damaged key. If you suspect unauthorized use, or need information call 854-4949.

### **USING THE PARK INFORMATION AND RESERVATION SYSTEM**

#### **IT'S AS EASY AS 1-2-3**

#### **USE THE INTERNET or ANY TOUCH TONE PHONE!**

**TELEPHONE** – Just dial **244-PARK(7275)**  
(Activate the functions by using the keys on your phone)

Following the prompts, enter your key number and expiration date. Answer questions by using the keys on your phone to make golf or camping reservations.

#### **INTERNET – [www.suffolkcountyny.gov/parks](http://www.suffolkcountyny.gov/parks)**

- [General park information and events](#)
- [Camping and Golf Reservations](#)

Click on the Golf and Camping Reservation button and follow step-by-step instructions on each screen.

Only Green Key or Non-resident Green Key holders are permitted to make a reservation. Reservations can be made for a party of one to four players. A key holder can only make one reservation for any given day.

**FOR RESERVATIONS, Call 244-PARK (7275) or reserve on-line at [www.suffolkcountyny.gov/parks](http://www.suffolkcountyny.gov/parks)**

The computer will prompt you through the reservation system. Just identify your key number and enter the expiration date. Use the keys on your phone or keyboard to respond to all questions.

#### **AVAILABILITY**

Green Key holders - Seven days in advance.

Non-resident Green Key holders - Three days in advance. Reservations for a new day will begin at 6:00 p.m.!  
(For example: 6:00 p.m. on a Saturday is the earliest opportunity to reserve for the following Saturday.)

Each night, beginning at 6:00 p.m., there will be a 15 minute “Speed Reservation” period. During this period, only new reservations will be processed by the system and only one reservation per phone call will be permitted. Same day reservations are permitted. Call Pro Shops for further information.

#### **CHECK IN**

All members of the reserved party must check-in 1 hour prior to the reserved tee time. The fee will be \$3.00 for each reserved player. The reserving Key holder captain is responsible for payment for any of the reserved players who do not show up. Fees will be collected at check-in. All members of the party will be checked in by computer. A player must be in possession of a valid Green Key and Photo I.D. to qualify for the Suffolk County resident discount rate, otherwise non-resident rates will apply.

#### **CANCELLATION**

Reservations must be cancelled or adjusted at least 48 hours prior to tee time without any reservation fees. Reservations cancelled between 48 and 12 hours prior to tee time will incur a \$3 reservation fee per player regardless of cancellations or adjustments.

#### **NO-SHOWS**

If the reserving “Key” holder does not cancel the reservation at least 12 hours prior to tee time and does not check-in 1 hour prior to tee time, the cardholder will be considered a no-show. If a Key holder is flagged as a no show, a \$5.00 per player no-show fee is added to the \$3.00 per player reservation fee for a total of \$8.00 per player that will be charged.

#### **RESERVATIONS**

Only Green Key holders are permitted to make a reservation. Between May 15 and October 15, reservations must be for a minimum of four nights (minimum of two nights Mon. - Wed. only). Before May 15 and after Oct. 15, the minimum is two nights. Non-resident Green Key holders may reserve throughout the season for one week maximum, except for the following holiday weeks: **Memorial Day**, May 21st - June 1st, **Fourth of July**, June 25th - July 6th, **Labor Day**, Sept. 3rd - Sept. 14th.

#### **CAMPING SEASON**

Campers may make reservations from seven (7) days to 180 days prior to their planned stay. The reservation day begins at 7:00 pm on the 180th day prior to check-in. Camping is limited to seven (7) nights maximum.\* A camper who wishes to stay up to two weeks in the same campground may do so, but only through the camping reservation system, except at Smith Point, Cupsogue, Shinnecock East, and Meschutt (7 night maximum). The second site is charged at the non-resident rate. A camper staying four (4) nights or more may not return to the same park for a period of seven (7) nights from the time of check-out. A camper staying one to three (1 of 3) nights, may not return for two (2) nights. \***At Smith Point total maximum stay will include outer beach camping as well as inland camping.** You may select your own check-in and departure dates (four night minimum). Campers may select a specific site or have one assigned by the reservation system. Only two (2) reservations can be made within a seven (7) day period.

#### **CANCELLATIONS**

All cancellations must be made through the reservation system. There is no charge for reservations cancelled within 48 hours from the time the reservation was made. Reservations cancelled after 48 hours from the time the reservation was made and up to seven days prior to check-in will incur a \$25 charge plus reservation fees. If the reservation is cancelled within seven days from check-in, or on the check-in date, patron will incur a \$45 charge plus reservation fees. Once a site is cancelled, **IT WILL NOT BECOME IMMEDIATELY AVAILABLE FOR RE-BOOKING.** The reservation system will make the site available at a random time between 12 to 24 hours after the reservation is cancelled. Fees owed of \$35 or more will result in your Green Key Card being suspended until all outstanding fees are paid. Fees can be paid with cash in person at the Park Operations Office or by credit card by calling (631) 854-4949.

#### **CHECK-IN / PAYMENT**

Campers may check in beginning at 4:00 pm or immediately after registration if site is available. Check-in for No-Show sites will begin at 8:00 am. Sites must be vacated no later than 2:00 pm except Smith Point (in-season 12:00 pm, off-season 2:00 pm) on the last day of stay. Campers must check-out with park attendant. ***If camper does not check-out and remove all equipment from campsite by designated time, they will incur a \$25 “late check-out fee”, their green key card will be suspended and all current reservations will be cancelled.*** Full payment is required at check-in.

#### **NO-SHOWS**

If camper does not check-in by 9:00 pm on the check-in date, they will be considered a no-show. The penalty is a \$45 “no-show fee” plus reservation fees and suspension of your Green Key until the fee is paid. Campers will have until 9:00 pm of the check-in day to pay for reserved site in its entirety. Credit Cards via phone will be accepted as payment. Once payment is made, the site is theirs for the duration of their stay whether the site is occupied or not. If campsite is not paid for, the site will become available on a first-come, first served basis at 8:00 am the next morning. Reservation campers who have paid for their site do not have to set-up right away. Walk-on campers must set site up immediately after check-in.

#### **MARINA RESERVATION**

Transient boaters who wish to reserve a slip in the Timber Point East County Marina in Great River should call 854-0938, and for reservations at the Shinnecock County Marina in Hampton Bays, should make reservations via the automated reservation system by phone at (631) 244-7275 or by web at [www.suffolkcountyny.gov/parks](http://www.suffolkcountyny.gov/parks)

RESERVATION FEE: \$5 / night  
(in addition to slip fees)